

**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 8 July 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 26, Week of 1 - 7 July 1958.

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1. [ ] of the Clerical Training staff are attending a special Institute on Typewriting which is being conducted at the University of North Dakota July 7, 8, and 9. Featured in this program are: Research results in the teaching of typewriting plus newer developments in motivation devices for both beginning and advanced typewriting.

2. Numbers in Clerical Induction Training. During the week of 1 July there were 35 people in Clerical Induction Training. Of those, 15 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 1 July there were 11 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 1 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	21	3
Typewriting	25	9

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	0	0
Typewriting	5	1

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[ ] has been released by EAF to take the St. Institute for job vacated by [ ] will work in [ ] per week, & will shift jobs 14 July.

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AE/TR two half-days